



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE TECHNICIAN (TYPING) LIMITED TERM, FULL-TIME POSITION

DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF APPRENTICESHIP STANDARDS (DAS) ELECTRICIAN CERTIFICATION UNIT

Position: Office Technician (Typing) **Location:** 455 Golden Gate Avenue, 10th Floor
Salary Range: \$2510 – 3050 per month San Francisco, CA

Duties: Under the direction of the Area Administrator and the supervision of the Senior Apprenticeship Consultant, reviews incoming electrician certification applications, checking for correctness, accuracy and completeness. Creates and maintains a file for every approved candidate for the electrician's certification examination received by the Division's Electrician Certification unit (ECU). Inputs into the FileMaker/Oracle System, information pertaining to the electrician certification unit that is opened and/or received by the Division, and such other information that is necessary to keep track of the status of these applications. Responds to a variety of telephone inquiries and e-mails from applicants and approved candidates concerning pending applications and general information regarding the electrician certification program. Responds to general questions from the public regarding this program. Performs other duties as required.

SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for intradepartmental transfer (currently employed in the Department of Industrial Relations) to the above class may also apply by sending an application to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, Ca 94142-0603
Attention: Glenna Linn
Telephone: (415) 703-5478

Submit Application By: November 16, 2005 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.